PJs Pen, Inc.

"WRITE FOR ALL OCCASIONS"

Paulette J. Robinson
President

INVOICE #1-07-C252-01

TO: Metropolitan Washington Airports Authority
ATTN: ACCOUNTING DEPARTMENT

FROM: PAULETTE J. ROBINSON, President
PJ's Pen, Inc./FEIN: **52-1564491**

DATE: June 2, 2009

FOR: Services through April 30, 2009

- **Task Order (06)**
 RICHARD JONES: 85 hours—Identify Authority HR staff positions to participate in training; begin developing workshops accordingly.
 PAULETTE J. ROBINSON: 17 hours—Help identify target populations and begin researching best practices.
 SUBTOTAL: Six-thousand six-hundred thirty and 00/100 dollars ($6,630.00); 102 hours @ $65.00

- **Task Order (07)**
 RICHARD JONES: 20 hours—Design and develop interview template(s) to identify top candidates for certain positions.
 PAULETTE J. ROBINSON: 10 hours—Begin research on best practices for interview template(s).
 SUBTOTAL: One-thousand nine-hundred fifty and 00/100 dollars ($1,950.00); 30 hours @ $65.00

- **Task Order (08)**
 CLARENCE BROWN: 43 hours—Provide guidance about change management-related subjects for key HR management and staff.
 PAULETTE J. ROBINSON: 10 hours—Help identify target staff and potential impacts.
 SUBTOTAL: Three-thousand four-hundred forty-five and 00/100 dollars ($3,445.00); 53 hours @ $65.00

7332 Dartford Drive # 7 • McLean, Virginia 22102 • 703/556-0844 • FAX 703/847-8712 • PJsPen7@aol.com

- **Task Order (09)**
 PAULETTE J. ROBINSON: 16 hours—Begin updating the HR roles and procedures manual requirements.
 SUBTOTAL: One-thousand forty and 00/100 dollars ($1,040.00); 16 hours @ $65.00

- **Task Order (10)**
 PAULETTE J. ROBINSON: 28 hours—Identify and review the current benefits and retirement documentation to serve as the basis for developing the most effective communications mechanisms.
 SUBTOTAL: One-thousand eight-hundred twenty and 00/100 dollars ($1,820.00); 28 hours @ $65.00

TOTAL AMOUNT: Fourteen-thousand eight-hundred eighty-five and no/100 dollars ($14,885.00); 229 hours @ $65.00

Please make your check payable to **PJ's Pen, Inc.**, and direct-deposit it to the account you have on record.

Thank you for the renewed opportunity to serve.

EXHIBIT C

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
INVOICE ATTACHMENT FORM

Name Of Prime Contractor PJ's Pen, Inc.
Contract Name & Number 1-07-C252 – General HR Consulting Services
Original Contract Amount $66,535.00
Current Contract Amount $207,568.75
Invoice Period From 4/1/09 Through 4/30/09
Actual LDBE Participation To Date $0.00
Current Scheduled LDBE Participation $207,568.75
Total Original Contracted LDBE Participation $66,535.00
Payments Received $0.00
Retainage Withheld $0.00
Date Submitted 6/5/09
Percent Original Contracted Participation 100%

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LDBE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION				% COMPLETE	% LDBE
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1	TASK ORDER 06 – PHASE 1												
2	Richard Jones	McLean, VA 22102	Identify Authority HR staff positions to participate in training				X	$20,020.00	$20,020.00	$0.00	$5,525.00	25	0
3													
4	TASK ORDER 07 – PHASE 1												
5	Richard Jones	McLean, VA	Design and develop interview template(s)				X	$39,000.00	$39,000.00	$0.00	$1,300.00	4	0
6													
7	TASK ORDER 08 — PHASE 1												
8	Clarence Brown	Washington, DC 20024	Provide guidance about change management-related subjects for key staff		X			$14,690.00	$14,690.00	$0.00	$2,795.00	20	
9													
10	TASK ORDER 09 – PHASE 1												
11	Paulette Robinson	McLean, VA 22102	Update/revise HR roles and procedures manual for next review	X				$11,830.00	$11,830.00	$0.00	$1,040.00	10	0
12													
13	TASK ORDER 10 – PHASE 1												
14	Paulette Robinson	McLean, VA	Identify/review the current benefits and retirement documentation to craft most effective communications mechanisms	X				$15,925.00	$15,925.00	$0.00	$1,820.00	11	100
15													

17												
18												
	SUBCONTRACTOR TOTALS					$101,465.00	$101,465.00	$0.00	$12,480.00			
	PRIME CONTRACTOR TOTAL								$ 2,405.00			
	TOTAL THIS INVOICE								$14,885.00			

* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

I certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the designated period covered by this report.

Signed _____ Title President/Prime Contractor Date June 5, 2009

This form must be attached to all Invoices submitted by the Prime Contractor.

COUNTER COPY

2009 JUL 13 AM 7:51

PJs Pen, Inc.

"WRITE FOR ALL OCCASIONS"

Paulette J. Robinson
President

INVOICE #1-07-C252-03

TO: Metropolitan Washington Airports Authority
ATTN: ACCOUNTING DEPARTMENT

FROM: PAULETTE J. ROBINSON, President
PJ's Pen, Inc./FEIN: **52-1564491**

DATE: July 13, 2009

FOR: Services through June 30, 2009

- **Task Order (06)**
 RICHARD JONES: 16 hours—Develop and present specialized interactive workshops to address the delivery of services to new customers (rail employees)
 PAULETTE J. ROBINSON: 10 hours—Help orchestrate materials needed for workshops
 SUBTOTAL: One-thousand six-hundred ninety and 00/100 dollars ($1,690.00); 26 hours @ $65.00

- **Task Order (07)**
 RICHARD JONES: 89 hours—Review current management/supervisory job descriptions; ascertain if they already involve desired core competencies; and incorporate the necessary competencies if they do not
 PAULETTE J. ROBINSON: 20 hours—Continue to help identify target populations and craft needed competencies
 SUBTOTAL: Seven-thousand eighty-five and 00/100 dollars ($7,085.00); 109 hours @ $65.00

- **Task Order (08)**
 CLARENCE BROWN: 31 hours—Conduct best-practices research in change management training concerning strategic decision making about workforce issues
 PAULETTE J. ROBINSON: 10 hours—Help with needed research
 SUBTOTAL: Two-thousand six-hundred sixty-five and 00/100 dollars ($2,665.00); 41 hours @ $65.00

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- **Task Order (09)**
 PAULETTE J. ROBINSON: 24 hours—Continue updating the HR roles and procedures manual.
 SUBTOTAL: One-thousand five-hundred sixty and 00/100 dollars ($1,560.00); 24 hours @ $65.00
- **Task Order (10)**
 PAULETTE J. ROBINSON: 40 hours—Continue developing the most effective retiree communications mechanisms.
 SUBTOTAL: Two-thousand six-hundred and 00/100 dollars ($2,600.00); 40 hours @ $65.00

TOTAL AMOUNT: Fifteen-thousand six-hundred and 00/100 dollars ($15,600.00); 240 hours @ $65.00

Please make your check payable to **PJ's Pen, Inc.**, and direct-deposit it to the account you have on record.

Thank you for the renewed opportunity to serve.

Exhibit C

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
INVOICE ATTACHMENT FORM

Name Of Prime Contractor: PJ's Pen, Inc.
Contract Name & Number: 1-07-C252 – General HR Consulting Services
Original Contract Amount: $66,535.00
Current Contract Amount: $207,568.75
Invoice Period From: 6/1/09 Through: 6/30/09
Actual LDBE Participation To Date: $46,280.00
Current Scheduled LDBE Participation: $207,568.75
Total Original Contracted LDBE Participation: $66,535.00

Payments Received: $30,680.00
Retainage Withheld: $0.00
Date Submitted: 7/13/09

Percent Original Contracted Participation: 100%

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LDBE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION: ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE	% COMPLETE	% LDBE
1	TASK ORDER 06												
2	Richard Jones	McLean, VA 22102	Develop, present specialized workshops for rail employees				X	$20,020.00	$20,020.00	$7,995.00	$1,040.00	35	0
3													
4	TASK ORDER 07												
5	Richard Jones	McLean, VA	Develop interview template(s) to ascertain core competencies				X	$39,000.00	$39,000.00	$5,005.00	$5,785.00	20	0
6													
7	TASK ORDER 08												
8	Clarence Brown	Washington, DC 20024	Conduct best-practices research in change management training		X			$14,690.00	$14,690.00	$4,810.00	$2,015.00	40	0
9													
10	TASK ORDER 09												
11	Paulette Robinson	McLean, VA 22102	Continue updating HR roles and procedures manual	X				$11,830.00	$11,830.00	$1,040.00	$1,560.00	35	100
12													
13	TASK ORDER 10												
14	Paulette Robinson	McLean, VA	Continue developing most effective communications mechanisms for retirees	X				$15,925.00	$15,925.00	$1,820.00	$2,600.00	45	100
15													
16													
17													
18													
			SUBCONTRACTOR TOTALS					$101,465.00	$101,465.00	$12,480.00	$13,000.00		
			PRIME CONTRACTOR TOTAL								$ 2,600.00		

TOTAL THIS INVOICE	$15,600.00

PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the lesignated period covered by this report.

Signed: _____ Title President/Prime Contractor Date July 13, 2009

This form must be attached to all Invoices submitted by the Prime Contractor.

07/2006

Paulette J. Robinson
President

PJs Pen, Inc.

"WRITE FOR ALL OCCASIONS"

2009 AUG -6 AM 10:09

MA-440
PROCUREMENT PROGRAMS

INVOICE #1-07-C252-04

TO: Metropolitan Washington Airports Authority
ATTN: ACCOUNTING DEPARTMENT

FROM: PAULETTE J. ROBINSON, President
PJ's Pen, Inc./FEIN: **52-1564491**

DATE: August 3, 2009

FOR: Services through July 31, 2009

- **Task Order (06)**
 RICHARD JONES: 20 hours—Present specialized interactive workshops to address the delivery of services to new customers (rail employees)
 PAULETTE J. ROBINSON: 10 hours—Help as needed with materials for July workshops
 SUBTOTAL: One-thousand nine-hundred fifty and 00/100 dollars ($1,950.00); 30 hours @ $65.00

- **Task Order (07)**
 RICHARD JONES: 81 hours—Continue review of current management/supervisory job descriptions; ascertain if they already involve desired core competencies; and incorporate the necessary competencies if they do not
 PAULETTE J. ROBINSON: 20 hours—Continue to help identify target populations and craft needed competencies
 SUBTOTAL: Six-thousand five-hundred sixty-five and 00/100 dollars ($6,565.00); 101 hours @ $65.00

- **Task Order (08)**
 CLARENCE BROWN: 43 hours—Conduct best-practices research in change management training; conduct workshops covering strategic decision making
 PAULETTE J. ROBINSON: 10 hours—Help with needed research and August workshop preparation
 SUBTOTAL: Three-thousand four-hundred forty-five and 00/100 dollars ($3,445.00); 53 hours @ $65.00

$ 2,145

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PJs Pen, Inc.
WRITE FOR ALL OCCASIONS

Paulette J. Robinson
President

- **Task Order (09)**
 PAULETTE J. ROBINSON: 32 hours—Incorporate latest updates to the HR roles and procedures manual.
 SUBTOTAL: Two-thousand eight and 00/100 dollars ($2,080.00); 32 hours @ $65.00.

- **Task Order (10)**
 PAULETTE J. ROBINSON: 40 hours—Continue developing the best-practices retiree communication mechanisms.
 SUBTOTAL: Two-thousand six-hundred and 00/100 dollars ($2,600.00); 40 hours @ $65.00.

TOTAL AMOUNT: Sixteen-thousand six-hundred forty and 00/100 dollars ($16,640.00); 256 hours @ $65.00.

Please make your check payable to **PJ's Pen, Inc.**, and direct-deposit it to the account you have on record.

Thank you for the renewed opportunity to serve.

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EXHIBIT C

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
INVOICE ATTACHMENT FORM

Name Of Prime Contractor PJ's Pen, Inc.
Contract Name & Number 1-07-C252 – General HR Consulting Services
Original Contract Amount $66,535.00
Current Contract Amount $207,568.75
Invoice Period From 7/1/09 Through 7/31/09
Actual LDBE Participation To Date $61,880.00
Current Scheduled LDBE Participation $207,568.75
Total Original Contracted LDBE Participation $66,535.00

Payments Received $30,680.00
Retainage Withheld $0.00
Date Submitted 8/3/09

Percent Original Contracted Participation 100%

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LDBE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION				% COMPLETE	% LDBE
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1	TASK ORDER 06												
2	Richard Jones	McLean, VA 22102	Present specialized workshops for new rail employees				X	$20,020.00	$20,020.00	$7,995.00	$1,300.00	45	0
3													
4	TASK ORDER 07												
5	Richard Jones	McLean, VA 22102	Continue review of interview template(s) to ascertain core competencies				X	$39,000.00	$39,000.00	$5,005.00	$5,265.00	35	0
6													
7	TASK ORDER 08												
8	Clarence Brown	Washington, DC 20024	Conduct best-practices workshop in change management training		X			$14,690.00	$14,690.00	$4,810.00	$2,795.00	50	0
9													
10	TASK ORDER 09												
11	Paulette Robinson	McLean, VA 22102	Incorporate updates to HR roles and procedures manual	X				$11,830.00	$11,830.00	$1,040.00	$2,080.00	50	100
12													
13	TASK ORDER 10												
14	Paulette Robinson	McLean, VA 22102	Continue developing most effective communication mechanisms for/to retirees	X				$15,925.00	$15,925.00	$1,820.00	$2,600.00	55	100
15													
16													
17													
18													
			SUBCONTRACTOR TOTALS					$101,465.00	$101,465.00	$12,480.00	$14,040.00		

PRIME CONTRACTOR TOTAL									$ 2,600.00		
TOTAL THIS INVOICE									$16,640.00		

* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

I certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the designated period covered by this report.

Signed: _____ Title President/Prime Contractor Date August 3, 2009

This form must be attached to all Invoices submitted by the Prime Contractor.

07/2006

MA-440
PROCUREMENT PROGRAMS
09 SEP 28 AM 11:05

PJs Pen, Inc.

"WRITE FOR ALL OCCASIONS"

Paulette J. Robinson
President

INVOICE #1-07-C252-05

TO: Metropolitan Washington Airports Authority
ATTN: ACCOUNTING DEPARTMENT

FROM: PAULETTE J. ROBINSON, President
PJ's Pen, Inc./FEIN: **52-1564491**

DATE: September 18, 2009

FOR: Services through August 31, 2009

- **Task Order (06)**
 RICHARD JONES: 24 hours—Follow up on specialized interactive workshops to address the delivery of services to new customers (rail employees)
 PAULETTE J. ROBINSON: 10 hours—Help as needed with workshop follow-up
 SUBTOTAL: Two-thousand two-hundred ten and 00/100 dollars ($2,210.00); 34 hours @ $65.00

- **Task Order (07)**
 RICHARD JONES: 78 hours—Continue review of current management/supervisory job descriptions; ascertain if they already involve desired core competencies; and incorporate the necessary competencies if they do not
 PAULETTE J. ROBINSON: 20 hours—Continue to help craft needed competencies
 SUBTOTAL: Six-thousand three-hundred seventy and 00/100 dollars ($6,370.00); 98 hours @ $65.00

- **Task Order (08)**
 CLARENCE BROWN: 29.8 hours—Conduct best-practices research in change management training; conduct workshops covering strategic decision making
 PAULETTE J. ROBINSON: 10 hours—Help with needed research and future workshop preparation
 SUBTOTAL: Two-thousand five-hundred eighty-seven and 00/100 dollars ($2,587.00); 39.8 hours @ $65.00

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- **Task Order (09)**
 PAULETTE J. ROBINSON: 30 hours—Incorporate latest updates to the HR roles and procedures manual
 SUBTOTAL: One-thousand nine-hundred fifty and 00/100 dollars ($1,950.00); 30 hours @ $65.00

- **Task Order (10)**
 PAULETTE J. ROBINSON: 40 hours—Continue developing the best-practices retiree communication mechanisms
 SUBTOTAL: Two-thousand six-hundred and 00/100 dollars ($2,600.00); 40 hours @ $65.00

TOTAL AMOUNT: Fifteen-thousand seven-hundred seventeen and 00/100 dollars ($15,717.00); 241.8 hours @ $65.00

Please make your check payable to **PJ's Pen, Inc.**, and direct-deposit it to the account you have on record.

Thank you for the renewed opportunity to serve.

:r

Exhibit J

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
INVOICE ATTACHMENT FORM

Name Of Prime Contractor PJ's Pen, Inc.
Contract Name & Number 1-07-C252 – General HR Consulting Services
Original Contract Amount $66,535.00
Current Contract Amount $207,568.75
Invoice Period From 8/1/09 Through 8/31/09
Actual LDBE Participation To Date $78,637.00
Current Scheduled LDBE Participation $207,568.75
Total Original Contracted LDBE Participation $66,535.00

Payments Received $62,920.00
Retainage Withheld $0.00
Date Submitted 9/18/09

Percent Original Contracted Participation 100%

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LDBE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION				% COMPLETE	E
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1	TASK ORDER 06												
2	Richard Jones	McLean, VA 22102	Develop and present specialized workshops for new rail employees				X	$20,020.00	$20,020.00	$10,355.00	$1,560.00	50	0
3													
4	TASK ORDER 07												
5	Richard Jones	McLean, VA 22102	Continue review of interview template(s) to ascertain and foster core competencies				X	$39,000.00	$39,000.00	$16,055.00	$5,070.00	45	0
6													
7	TASK ORDER 08												
8	Clarence Brown	Washington, DC 20024	Conduct best-practices workshops in change management training		X			$14,690.00	$14,690.00	$9,620.00	$1,937.00	60	0
9													
10	TASK ORDER 09												
11	Paulette Robinson	McLean, VA 22102	Incorporate updates to HR roles and procedures manual	X				$11,830.00	$11,830.00	$6,305.00	$1,950.00	60	100
12													
13	TASK ORDER 10												
14	Paulette Robinson	McLean, VA 22102	Continue developing effective communication mechanisms for/to retirees	X				$15,925.00	$15,925.00	$11,050.00	$2,600.00	65	100
15													
16													
17													
18													
			SUBCONTRACTOR TOTALS					$101,465.00	$101,465.00	$53,365.00	$13,117.00		

PRIME CONTRACTOR TOTAL								$ 2,600.00		
TOTAL THIS INVOICE								$15,717.00		

* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

I certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the designated period covered by this report.

Signed: _____ Title President/Prime Contractor Date September 18, 2009

This form must be attached to all Invoices submitted by the Prime Contractor.

07/2006

MA-22R
ACCOUNTS PAYABLE
2009 OCT 30 AM 9:50

PJs Pen, Inc.

"WRITE FOR ALL OCCASIONS"

Paulette J. Robinson
President

INVOICE #1-07-C252-06 -- REVISED

TO: Metropolitan Washington Airports Authority
ATTN: ACCOUNTING DEPARTMENT

FROM: PAULETTE J. ROBINSON, President
PJ's Pen, Inc./FEIN: **52-1564491**

DATE: October 27, 2009

FOR: Services through September 30, 2009

- **Task Order (06)**
 RICHARD JONES: 24 hours—Follow up on specialized interactive workshops to address the delivery of services to new customers (rail employees)
 PAULETTE J. ROBINSON: 10 hours—Help as needed with workshop follow-up
 SUBTOTAL: Two-thousand two-hundred ten and 00/100 dollars ($2,210.00); 34 hours @ $65.00

- **Task Order (07)**
 RICHARD JONES: 76 hours—Continue review of current management/supervisory job descriptions; ascertain if they already involve desired core competencies; and incorporate the necessary competencies if they do not
 PAULETTE J. ROBINSON: 20 hours—Continue to help craft needed competencies
 SUBTOTAL: Six-thousand two-hundred forty and 00/100 dollars ($6,240.00); 96 hours @ $65.00

- **Task Order (09)**
 PAULETTE J. ROBINSON: 22 hours—Incorporate latest updates to the HR roles and procedures manual
 SUBTOTAL: One-thousand four-hundred thirty and 00/100 dollars ($1,430.00); 22 hours @ $65.00

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- **Task Order (10)**
 PAULETTE J. ROBINSON: 4 hours—Continue developing the best-practices retiree communication mechanisms
 SUBTOTAL: Two-hundred sixty and 00/100 dollars ($260.00); 4 hours @ $65.00

TOTAL AMOUNT: Ten-thousand one-hundred forty and 00/100 dollars ($10,140.00); 156 hours @ $65.00

Please make your check payable to **PJ's Pen, Inc.**, and direct-deposit it to the account you have on record.

Thank you for the renewed opportunity to serve.

:r

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
INVOICE ATTACHMENT FORM

ame Of Prime Contractor PJ's Pen, Inc.
ontract Name & Number 1-07-C252 – General HR Consulting Services
riginal Contract Amount $66,535.00
urrent Contract Amount $207,568.75
voice Period From 9/1/09 Through 9/30/09
ctual LDBE Participation To Date $89,817.00
urrent Scheduled LDBE Participation $207,568.75
otal Original Contracted LDBE Participation $66,535.00

Payments Received $62,920.00
Retainage Withheld $0.00
Date Submitted 10/27/09_revised

Percent Original Contracted Participation 100%

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	LDBE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION				% COMPLETE	% E
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1	TASK ORDER 06												
2	Richard Jones	McLean, VA 22102	Develop and present specialized workshops for new rail employees				X	$20,020.00	$20,020.00	$10,355.00	$1,560.00	75	0
3													
4	TASK ORDER 07												
5	Richard Jones	McLean, VA 22102	Continue review of interview template(s) to ascertain and foster core competencies				X	$39,000.00	$39,000.00	$16,055.00	$4,940.00	65	0
6													
10	TASK ORDER 09												
11	Paulette Robinson	McLean, VA 22102	Incorporate updates to HR roles and procedures manual	X				$11,830.00	$11,830.00	$6,305.00	$1,430.00	85	100
12													
13	TASK ORDER 10												
14	Paulette Robinson	McLean, VA 22102	Continue developing effective communication mechanisms for/to retirees	X				$15,925.00	$15,925.00	$11,050.00	$ 260.00	90	100
15													
16													
17													
18													
			SUBCONTRACTOR TOTALS					$101,465.00	$101,465.00	$53,365.00	$8,190.00		
			PRIME CONTRACTOR TOTAL								$1,950.00		
			TOTAL THIS INVOICE								$10,140.00		

PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

esignated period covered by this report.

igned: _____ Title President/Prime Contractor Date October 27, 2009 – **revised**

This form must be attached to all Invoices submitted by the Prime Contractor.

07/2006

ACCTS PAYABLE
2009 DEC 15 AM 12:33

PJs Pen, Inc.

"WRITE FOR ALL OCCASIONS"

Paulette J. Robinson
President

MA-440
PROCUREMENT PROGRAMS
09 DEC 16 PM 1:53

INVOICE #1-07-C252-08

TO: Metropolitan Washington Airports Authority
ATTN: ACCOUNTING DEPARTMENT

FROM: PAULETTE J. ROBINSON, President
PJ's Pen, Inc./FEIN: **52-1564491**

DATE: December 12, 2009

FOR: Services through November 30, 2009

- **Task Order (07)**
 RICHARD JONES: 86 hours—Craft management/supervisory job descriptions to include desired core competencies.
 PAULETTE J. ROBINSON: 20 hours—Assist as needed in crafting competencies.
 SUBTOTAL: Six-thousand eight-hundred ninety and 00/100 dollars ($6,890.00); 106 hours @ $65.00

- **Task Order (08)**
 CLARENCE BROWN: 31 hours—Conduct best-practices research in change management training and conduct related workshops covering strategic decision making
 PAULETTE J. ROBINSON: 15 hours—Help as needed with research and future workshop preparation.
 SUBTOTAL: Two-thousand nine-hundred ninety and 00/100 dollars ($2,990.00); 46 hours @ $65.00

$2,015

- **Task Order (10)**
 PAULETTE J. ROBINSON: 30 hours—Continue developing the best-practices retiree communication mechanisms.
 SUBTOTAL: One-thousand nine-hundred fifty and 00/100 dollars ($1,950.00); 30 hours @ $65.00

TOTAL AMOUNT: Eleven-thousand eight-hundred thirty and 00/100 dollars ($11,830.00); 182 hours @ $65.00

7332 Dartford Drive # 7 • McLean, Virginia 22102 • 703/556-0844 • FAX 703/847-8712 • PJsPen7@aol.com

Please make your check payable to **PJ's Pen, Inc.**, and direct deposit it to the account you have on record.

Thank you for the opportunity to serve.

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
INVOICE ATTACHMENT FORM

Name Of Prime Contractor PJ's Pen, Inc.
Contract Name & Number 1-07-C252 – General HR Consulting Services
Original Contract Amount $66,535.00
Current Contract Amount $257,300.00
Invoice Period From 11/1/09 Through 11/30/09
Actual LDBE Participation To Date $113,997.00
Current Scheduled LDBE Participation $257,300.00
Total Original Contracted LDBE Participation $66,535.00

Payments Received $88,777.00
Retainage Withheld $0.00
Date Submitted 12/12/09

Percent Original Contracted Participation 100%

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LDBE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION				% COMPLETE	% BE
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1	TASK ORDER 07												
2	Richard Jones	McLean, VA 22102	Continue review of interview template(s) to ascertain and foster core competencies				X	$39,000.00	$55,650.00	$32,565.00	$5,590.00	85	25
3													
4	TASK ORDER 08												
5	Clarence Brown	Washington, DC 20024	Conduct best-practices workshops in change management training		X			$14,690.00	$26,690.00	$14,807.00	$2,015.00	80	25
6													
7	TASK ORDER 10												
8	Paulette Robinson	McLean, VA 22102	Continue developing effective communication mechanisms for/to retirees	X				$15,925.00	$32,575.00	$13,910.00	$1,950.00	90	[illegible]
			SUBCONTRACTOR TOTALS					$69,615.00**	$114,915.00**	$61,282.00**	$ 9,555.00		
			PRIME CONTRACTOR TOTAL	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$ 2,275.00	[illegible]	[illegible]
			TOTAL THIS INVOICE	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$11,830.00	[illegible]	[illegible]

* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

**: The actual subcontractor totals included herein do NOT include the totals from Task Order (06) and Task Order (09), which are now complete. The TO (06) totals are reflected in Exhibit J for September 2009 the TO (09) totals are reflected in Exhibit J for October 2009. Thank you.

I certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the designated period covered by this report.

Signed: [signature] Title President/Prime Contractor Date December 12, 2009

This form must be attached to all Invoices submitted by the Prime Contractor.